



CIVILIAN PERSONNEL FACT SHEET

OPM Director's PILLAR Award

(Performance, Incentive and Leadership Linked to Achieve Results)

DESCRIPTION: The OPM Director's PILLAR Award is an honorary award. The Director of the Office of Personnel Management (OPM) grants this Award to recognize and publicize an organization's effective performance management practices. These practices should support the President's Management Agenda initiative to create a Government that is citizen-centered, results-oriented, and market-based, and they should align employee performance with organizational strategic goals. "PILLAR" stands for Performance, Incentive and Leadership Linked to Achieve Results. The pillar represents effective performance management as the foundation that supports a structure, because performance management is the foundation that supports good management. Effective performance management is essential for organizational success. This Award recognizes organizations (department, agency, bureau, installation, etc.), not the individual employee(s) contributed to the success of the practice.

What is a performance management practice?

Performance management comprises the day-to-day, formal and informal actions by executives, managers, supervisors, team leaders, and employees to:

- Plan work and set expectations,
- Measure and monitor performance,
- Provide feedback to employees and teams on their performance,
- Coach and develop employees and teams,
- Summarize performance over an appraisal period,
- Recognize and reward good performance, and
- Address poor performance.

Effective performance management practices include a wide variety of programs and processes, not only establishing elements and standards and assigning a rating of record. Examples of practices include:

- A group incentive program based on achieving organizational goals
- A practice of using results-oriented measures that focus on accomplishments rather than on activity
- A practice of thoroughly training managers and supervisors in performance management skills
- A practice in involving team members in developing their performance plans
- A process for cascading organizational goals and customer service standards to managers and employees
- A 360-degree assessment process that gathers subordinate feedback about supervisors
- An effective program for using balanced measures to determine awards.

ELIGIBILITY: Any Federal organization with an effective performance management practice that meets the criteria for this Award (as listed below) may submit a nomination.

CRITERIA: To be considered for the Award, a practice **must meet each of the mandatory criteria**. Because the additional qualifying factors expand upon the mandatory criteria, providing information relevant to those additional factors counts significantly for consideration, but addressing the additional factors is optional. The written nomination **must describe clearly how the performance management practice meets each of the mandatory criteria**, and include information relevant to any additional qualifying factors as applicable.

Mandatory Criteria

The performance management practice must:

- Align employee performance with strategic goals and objectives throughout the organization, and/or support a results-oriented or citizen-centered approach to managing employee performance;
- Use effective measurement and/or communication to improve performance; and
- Have credibility and acceptance within the organization.

NOMINATION PROCESS: Nominations are to be processed through 435 MSS/DPCE installation Incentive Awards Committee, who may submit one nominee to HQ USAFE/A1CP. Submit an **original** and **three copies** by email or disk.

What must the nomination package Include?

- AF Form 1768 (Staff Summary Sheet)
- Narrative Justification (on a separate page)

APPROVAL PROCESS:

Installation Level - Submit through chain of command to Wing/CC. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

MAJCOM Level - Submit through chain of command to Directorate Commander. Nominations will be forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to HQ USAFE/A1CP by 435 MSS/DPCE.

GSU/Associate Units: Submit through chain of command. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee. If not, nomination will be forwarded to your parent command.

Upon approval, provide a copy to 435 MSS/DPCE to update employee's records in the civilian database. Award is also documented in the Employee Performance Folder (EPF) maintained by the supervisor.

SAMPLE STAFF SUMMARY SHEET
Example of a OPM Director's PILLAR Award

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|--|----|--------------------|---------------------------|----|--------------|---------------|---------------------------|--|
| { P R I V A T E } | TO | ACTION | SIGNATURE, GRADE, DATE | | TO | ACTION | SIGNATURE, GRADE, DATE | |
| | 1 | Submit Thru | Coord | | 6 | | | |
| | 2 | Proper Channels | | | 7 | | | |
| | 3 | 435 MSS/ DPCE | Coord | | 8 | USAFE/ CCH | Coord | |
| | 4 | USAFE/ A1CP | Coord | | 9 | USAFE/ DS | Coord | |
| 5 | | | | 10 | USAFE/ CV | Approval | | |

| | | | | |
|---|---------------|--------------|--|--------------------------|
| {PRIVATE}SURNAME OF ACTION OFFICER/GRADE | SYMBOL | PHONE | TYPIS T'S INITI ALS | SUSPENSE DATE |
| {PRIVATE}SUBJECT OPM Director's PILLAR Award - (Name) | | | | DATE |

{PRIVATE}SUMMARY

1. The recommendation below for (Full Name) for the Outstanding Civilian Service Award is submitted by (Rank or Title, Full Name), (Organization) for review/approval.

2. This award recognizes and publicizes an organization's effective performance management practices.

3. Narrative Justification is at Tab 1

4. Other Data:

Social Security Number:

Grade:

Duty Title:

Period Covered:

5. Recommendation. HQ USAFE/A1CP submits nomination to USAFE/CV or CC for approval.

1 Tab
Justification for Award

"Under the Privacy Act of 1974, you must safeguard all information reflected in this award. Disclosure of information is IAW F036 SAFAA A, F036 AF PC V, F036 AF PC Q, and PL 93-579."

Example of an AF 1768 (Outstanding Civilian Career Service Award/Staff Summary Sheet)